

2006 STIOffice KY – Start of Year Training Agenda

8:00 – 8:15 AM	Welcome – KDE
8:15 – 8:45AM	<ul style="list-style-type: none"> • Check Lists <ul style="list-style-type: none"> ○ End of Year/Rollover ○ Future Enrollees set Active ○ Start of Year
8:45 – 9:15 AM	<ul style="list-style-type: none"> • System File <ul style="list-style-type: none"> ○ Title 1-Eligible but not Served ○ Inactivity Time-Out ○ Kindergarten-drop list ○ Override for State ID on reports
9:15 – 9:45 AM	<ul style="list-style-type: none"> • Code Maintenance <ul style="list-style-type: none"> ○ Attendance Codes (State link-halfday) ○ New Attendance/CI CO codes (AFD, EHO) ○ Language—new codes added ○ Special Ed—new codes added ○ Locations – new code added ○ Law Violations – additions/deletions made ○ Teaching Method—new codes added ○ Instructional Setting—new codes added ○ Using SXZ to copy codes to all other schools
9:45 – 10:00 AM	BREAK
10:00 – 11:30 AM	<ul style="list-style-type: none"> • Attendance Setup, Entry and Reports <ul style="list-style-type: none"> ○ + Days ○ Calendar ○ Calendar Exceptions ○ New Year Calendar ○ W01/R01 Button ○ Update option on HR/Group Maintenance ○ PA changes/calculations/attendance reports based on FTE ○ Check-in/out updates
11:30 – 12:00 PM	<ul style="list-style-type: none"> • User Records <ul style="list-style-type: none"> ○ Dropouts ○ TEDS ○ Virtual Course ○ FRYSC ○ ESS—completely changed ○ Preschool ○ Performance Based—NEW
12:00 – 1:00 PM	LUNCH

1:00 – 1:45 PM	<ul style="list-style-type: none"> • Student Information <ul style="list-style-type: none"> ○ Demographic checks (Underage, DOB) ○ Lang Prof—drop list ○ LEP 2006-07 Test - ACCESS ○ Gifted—Evidence Changes/Declined Services ○ Title 1 ○ Learn and Serve ○ No Private Release to Military ○ Early Intervening Service ○ Part C ID ○ User File 1—Public Sch Choice ○ SSID on reports—cannot change without @@@@ login
1:45 – 2:00 PM	<ul style="list-style-type: none"> • Discipline, Safe Schools <ul style="list-style-type: none"> ○ CI/CO writeback to discipline start time
2:00 – 2:15 PM	<ul style="list-style-type: none"> • Transcripts <ul style="list-style-type: none"> ○ ACT Writing Component ○ PLAN score imports ○ Requirements Report improved ○ Transition tab
2:15—2:30 PM	BREAK
2:30 – 3:00 PM	<ul style="list-style-type: none"> • Scheduling <ul style="list-style-type: none"> ○ State Course Code tab ○ Master Schedule—Highly Qualified (Additional Teachers) ○ Instructional Setting ○ Teaching Method ○ Class Type ○ Print additional teachers
3:00 – 3:05 PM	<ul style="list-style-type: none"> • Teacher <ul style="list-style-type: none"> ○ Demographics ○ Professional Development for reading first teachers <ul style="list-style-type: none"> • Data entry • Reports
3:05—3:15PM	<ul style="list-style-type: none"> • Custom Reports <ul style="list-style-type: none"> ○ LEP ○ Title 1
3:15 – 3:30 PM	<ul style="list-style-type: none"> • Security Additions <ul style="list-style-type: none"> ○ Transaction Report – Deletes ○ New features
3:30 – 3:45 PM	<ul style="list-style-type: none"> • QBE Filters

3:45 – 4:00 PM	<ul style="list-style-type: none">• Q & A Session
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